

Edmonston Recreation Building

New Rental Policy - Effective January 1st 2013

Rules and Regulations

Edmonston Recreation Building (called also the Edmonston Rec. Center) is suitable site for birthday parties, bridal showers, and other family or community events. Our Rec. Center has a picnic area adjacent to the building and is included with the rental. The picnic area has picnic tables and grills, renters may also bring a portable grill into the picnic area if desired.

- The building is reserved for the entire day. Set up and Clean up must occur the same day of rental. We will try to maintain 10 tables and 50 chairs in the recreation buildings; however, this is not guaranteed. It is up to the renter to provide set-up and take-down of tables and chairs. The maximum capacity for the building of 75 is provided by the Fire Marshal and is not to be exceeded.
- All rentals are made through the Town of Edmonston and must be paid in full at the time of reservation. The forms of payment are cash or money order- **NO CHECKS**. Rental fee is \$300.
- The Recreation Building will require a \$200 deposit (cash or money order) that is to cover security requirements of the rental policies, building upkeep, key pickup/return.
- Renters must be a Prince George's or Montgomery County resident, over 21 years old to reserve a site. To rent the Recreation building, please contact the Edmonston Town Hall at 301-699-8806.

Rules / Regulations

1. Setup and Cleanup on same day of rental.
2. Applicant will be held responsible for the conduct of all persons within their group.
3. Alcoholic beverages are not permitted on any of the premises.
4. No Smoking in the building.
5. Pets are not allowed inside the Recreation Center.
6. Building has a mop and broom. If missing upon inspection a fee of \$25.00 will be charged.
7. Persons using any of the facilities of the Edmonston Rec. Center without reservations must surrender same, at once, to anyone presenting an official Town Receipt.
8. To accept no admission fees, or to sell, any merchandise, article or thing. Not to practice, carry on, conduct or solicit any type business what so ever.
9. **NO BANDS.** Loud music, amplification, excessive noise is prohibited on all outside grounds, or any area where the peace is disturbed.
10. All decorations, tacks, tape, and staples must be removed following the event or deposit will be forfeited.
11. All items must be removed same day or deposit will be forfeited and items confiscated.
12. To lock building when leaving and extinguish fires in the outside grills.

Security/Key Deposit: New Policy

The key must be picked up **THURSDAY after 1 p.m. at the Edmonston Town Hall** for Friday, Saturday, or Sunday reservations. **NO FRIDAY KEY PICK UP. Effective October 31st, 2011: If the key is picked up on Friday, there will be a \$25.00 late fee assessed.**

For Monday – Thursday reservations, the key must be picked up on the business day before the reservation from **9:00 am-4:30 pm at the Edmonston Town Hall.**

When picking up the key you will need, in addition:

1. **\$200.00 CASH** (exact amount) for the refundable security/key deposit.
2. Key must be returned on the **next business day** following the reservation or the key deposit **WILL** be forfeited.
3. Provided there are no violations and the facility is left clean the security deposit, will be returned to the main contact in approximately two weeks following the reservation date.
4. **PROOF OF RESIDENCY:** The person picking up the key for the reservation must be over 21 years of age and a Prince George's or Montgomery County resident.

Cancellation Policy:

1. All cancellations prior to five (5) full business days of an event will result in an 80% refund of cost of the facility.
2. All cancellations within five (5) business days of an event will not be eligible for any refund.

Edmonston Recreation Building- Permit:

Name: _____Telephone:_____

Mailing
Address: _____

Purpose of Reservation: _____

Requested Date: _____

**** must specify time frame of event***

This permit is issued by the authority of the Town Administrator. Any activity authorized by this permit shall be conducted strictly in conformance with the terms and conditions hereof as required by the rules and regulations promulgated by the Town of Edmonston.

- The facility reserved is subject to inspection by any authorized representative of the Town in order to assure proper use of Park and Town property in compliance with Park rules and regulations. It is further understood that the Town reserves the right to bill the permitted for the amount deemed necessary for the cost of excessive cleanup of the premises, and the cost of the repairs or the replacement of any loss, breakage, or removal of Town/ Park property by any member of the group.
- The permittee agrees to leave the facility clean and orderly and assumes personal liability for the cost of excessive cleanup of the premises: loss, breakage, or removal of Town/Park property and responsibility for the conduct and good order of the group.
- The Town/Park is not responsible for personal property which is damaged, misplaced, lost, or stolen belonging to any individual or group using the facilities.
- This Town/Park reserves the right to cancel all permits with as much notice as practicable.

I agree that this acceptance is on behalf of all persons in the group with me, and that if the rules are violated, this permit may be revoked and future permission to use park facilities may be refused me or the group; and to be present during the period stated on permit, otherwise this permit is void.

This permit is accepted with the understanding that the Town of Edmonston and the M-NCPPC .is absolved of all responsibilities or liability for any injuries sustained due to faulty or defective condition of equipment, apparatus, building, or conditions of grounds, or from any cause whatsoever

By affixing my signature below, I certify that I am 21 years old, a resident of Prince George's or Montgomery County and two-thirds (2/3) of my group are residents of Prince George's or Montgomery County.

PERMIT MUST BE IN THE POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST.

(SIGNATURE OF PERMITTEE)

Any person violating any of the provisions of these regulations shall be deemed guilty of a misdemeanor, and upon conviction, thereof, shall be punished by a fine in the sum not exceeding Five Hundred Dollars (\$500.00) or by imprisonment for a term not exceeding ninety (90) days, or by both, in the discretion of the court. (Under the authority of the Annotated Code of Maryland, Article 66D, 2-120).

Deposit Payment Date: _____ Method of payment: _____

(Permit Number)

Approved by Town of Edmonston